

City of Milpitas

Supplemental Information

Typing/keyboard Proficiency Verification

Some positions within the City of Milpitas may require a minimum typing speed. If the position you are applying for has a minimum typing speed, you must provide written verification that you meet this requirement. **Typing Verification must be submitted along with a City application and any other documents listed on the job announcement before the application deadline.**

Typing Verification can be obtained from a junior college, adult education program, business school, vocational training center, recognized employment agency or previous or current employer. The Verification must meet the following criteria.

- Verification must show that the typing test administered was a timed typewriter or computerized keyboard test.
- Verification must be in certificate format or on letterhead stationery and include the following:
 - Issuing agency information (including mailing address and phone number)
 - Date the test was administered
 - Results: **must show gross words per minute, errors and net words per minute**
 - It must be dated and signed by the issuing authority
- **Verification must be dated within one year of the application deadline.**

As verifications will not be returned, we suggest that you submit a photocopy so that you can keep the original for future use.

Questions regarding the application requirements should be directed to the Human Resources Department at (408) 586-3090.